

AIR FORCE ACQUISITION PROFESSIONAL DEVELOPMENT PROGRAM (APDP)

APPLICATION INSTRUCTIONS FOR CERTIFICATION OF MANUFACTURING, PRODUCTION AND QUALITY ASSURANCE PERSONNEL

BACKGROUND: DOD 5000.52-M, *Acquisition Career Development Program*, provides the applicable education, training and experience standards for certification of Manufacturing, Production and Quality Assurance personnel. The Defense Acquisition University (DAU) Catalog identifies the courses that satisfy the mandatory training standards and must be used in conjunction with the DOD 5000.52-M.

CERTIFICATION APPROVAL: MAJCOMs approve Level I and II certification for personnel within their command. AFMC approves all levels of certification, including Level III, for AFMC personnel. Other certifications (i.e., Air Force personnel assigned to defense agencies, other joint assignments, or to Air Force organizations not under the management of an Air Force MAJCOM) are approved by SAF/AQR.

HOW TO APPLY: If you wish to request certification, submit a memorandum detailing that you meet the Manufacturing, Production and Quality Assurance certification requirements.

1. **Military** personnel should first contact your servicing personnel flight and request an AMPDP SURF (a type of military personnel brief) to attach to your memorandum. The SURF will summarize your education, training courses, duty titles, AFSCs, and current APDP certification level. **Civilians** should contact their servicing personnel flight and request a Career Brief (option 5) to attach to the memorandum. The Career Brief contains information similar to the military SURF.

2. Make sure you have completed the specific training courses required for certification and that this information is correctly recorded in the SURF or Career Brief. For courses that you have completed but have not yet been entered in the SURF or Career Brief, make sure you have copies of the signed DD Form 1556 (Block 36) or course certificate. Attach copies of this documentation if the training is not clearly and correctly shown on your Career Brief or SURF. You should make sure that APDP training is properly documented in your official personnel record. Do *not* include courses in your request for certification that are not required for certification.

3. In lieu of actual course attendance, training requirements may be satisfied through a process called fulfillment. This method allows individuals to demonstrate that they have the knowledge and skills needed to satisfy the competency objectives for a specific course. The method uses DD Form 2518, *Fulfillment of DoD Mandatory Training Requirement*, which is processed in accordance with DOD document ADS-95-03-GD, *Acquisition Career Management Mandatory Course Fulfillment Program and Competency Standards*, July 1995. A completed DD Form

2518 for each training course to be satisfied in this manner must accompany your request for certification.

4. Document your experience. List your dates assigned, job series/job title/AFSC, office, location, and total length of assignment, in years and months. Provide a description of the duties--enough to explain how this is qualifying acquisition experience. Attach OERs/OPRs or PDs when it is not obvious you performed qualifying acquisition duties. If there is any doubt as to whether or not the experience counts toward certification, make sure you provide adequate documentation.

5. Certification requirements are summarized below:

LEVEL I:

a. **EDUCATION:** None mandatory.

b. **EXPERIENCE:** (Mandatory) One year of acquisition experience in engineering, manufacturing, production or quality assurance.

(Desired) At least four weeks (cumulative) rotational assignments at a contractor and/or government industrial facility to include experience in quality, manufacturing, engineering and contracting.

c. **TRAINING:** The following courses **in bold** are mandatory. Predecessor courses also meet the requirement:

ACQ-101	Fundamentals of Systems Acquisition Management
<i>Predecessors:</i>	
PMT-101	Fundamentals of Systems Acquisition Management
DSMC-26	Fundamentals of Systems Acquisition Management

PQM-101	Production and Quality Management Fundamentals
<i>Predecessors:</i>	
DLA-S89	DoD In-Plant Quality Assurance
QUA-101	Quality Assurance Fundamentals
AMEC-210	Quality Assurance Fundamentals
PRD-101	Production Management Fundamentals

LEVEL II:

a. **EDUCATION:** (Desired) Baccalaureate degree in engineering, chemistry, physical science, mathematics, statistics, manufacturing or production management, industrial technology or management, quality assurance or related field.

(Desired) Master's degree in business, production management, engineering or a related field.

b. **EXPERIENCE:** (Mandatory) Two years of acquisition experience in engineering, manufacturing, production or quality assurance.

(Desired) At least four weeks (cumulative) rotational assignments at a contractor and/or Government industrial facility to include experience in quality, manufacturing, engineering and contracting (if not completed at Level I).

(Desired) Two additional years of acquisition experience in engineering, manufacturing, production or quality assurance.

c. **TRAINING:** The following courses **in bold** are mandatory. Predecessor courses also meet the requirement:

ACQ-201	Intermediate Systems Acquisition
<i>Predecessors:</i>	
DSMC-37	Intermediate Systems Acquisition
PMT-201	Intermediate Systems Acquisition

PQM-201	Intermediate Production and Quality Management
<i>Predecessors:</i>	
ALMC-QC	DoD Acquisition Quality Assurance
DLA-S81	Statistical Process Control
QUA-201	Intermediate Quality Assurance
PRD-201	Intermediate Production Management
DSMC-13	Defense Manufacturing Management
PPM-305	Production Management II

LEVEL III:

a. **EDUCATION:** (Desired) Baccalaureate degree in engineering, chemistry, physical science, mathematics, statistics, manufacturing or production management, industrial technology or management, quality assurance or related field.

(Desired) Master's degree in business, production management, engineering or a related field.

b. **EXPERIENCE:** (Mandatory) At least four years of acquisition experience in engineering, manufacturing, production or quality assurance.

(Desired) Four additional years of acquisition experience in manufacturing, production or quality assurance.

c. **TRAINING:** The following course **in bold** is mandatory. The predecessor course also meets the requirement:

PQM-301	Advanced Production and Quality Management
<i>Predecessor:</i>	
PRD-301	Defense Acquisition Engineering, Manufacturing and Quality Assurance

(Desired) One advanced seminar in current acquisition management issues.

PREPARATION INSTRUCTIONS FOR APPLICATION MEMORANDUM

1. The application should be typed as a memorandum on official letterhead. (Blank lines in the suggested format below illustrate where information is inserted; these lines should not be included in the typed final.)

2. The following is the suggested format:

MEMORANDUM FOR (insert office symbol of local reviewing official/functional manager)
THROUGH: (applicant's supervisor)

FROM: (insert applicant's office symbol and name)

SUBJECT: Request for Acquisition Professional Development Certification in the Functional Specialty of Manufacturing, Production and Quality Assurance

In accordance with DOD 5000.52-M, Acquisition Career Development Program, I, _____
_____(insert applicant's name, grade, civilian job series, SSN, e.g., Richard J. Roe, GS-1910-13, 000-00-0000), request certification for Level (insert I, II or III) in the Acquisition Professional Development Program (APDP) in the functional specialty of Manufacturing, Production and Quality Assurance. Listed below are the requirements I have completed to qualify for certification. Request review by the local APDP functional manager.

EDUCATION. I hold the following academic degree(s):

_____(insert type of degree, month and year conferred,
name and location of conferring institution)

_____ (provide similar information for each degree held)

TRAINING. I have completed (or fulfilled) the following mandatory training courses listed in DOD 5000.52-M and/or the Defense Acquisition University Catalog:

Course Title	Date Completed/ Fulfilled	Course Length (Weeks/days)
_____	_____	_____
_____	_____	_____
_____	_____	_____

EXPERIENCE. I meet the mandatory job experience requirements listed in DOD 5000.52-M. This experience is summarized below:

Dates (From/To)	Job Title/Series/AFSC	Office Location	Time on Job (Years, Months)
_____	_____	_____	_____

Job Description: _____

Example:

Dates (From/To)	Job Title/Series/AFSC	Office Location	Time on Job (Years, Months)
83/11/08 - 89/09/09	Quality Assurance Specialist, GS-1910-13	SMC/ENXYZ, Los Angeles AFB CA	5 yrs, 10 mos
Job Description: Participated in the selection of contractual quality and process control requirements that went into solicitations and contracts for development and production efforts on the Navstar satellite program. Evaluated contractor quality plans and responses to solicitation quality requirements and participated in pre-award surveys of proposed contractor quality systems. Maintained and analyzed data related to contractor quality history and performance. Prepared Quality Assurance Letters of Instruction and letters of delegation for performance of Government quality assurance by DoD and foreign government contract administration activities on Space and Missile Center contracts. Evaluated reported quality problems and reviewed proposed corrective action plans on the Navstar program. Reviewed and recommended approval or disapproval of contractor requests for major waivers and deviations and changes relating to quality requirements. Participated in preliminary and critical design reviews, physical and functional configuration audits, and product-oriented surveys related to development and implementation of quality system and process control requirements on Navstar and other Space and Missile Center programs.			

(signature)

PREPARATION INSTRUCTIONS FOR TRANSMITTAL MEMORANDUM

1. The transmittal memorandum forwards the applicant's request for certification (application memorandum) from the local reviewing official/functional manager to the MAJCOM certification approval authority. It should be typed on official letterhead.

2. The following is the suggested format:

MEMORANDUM FOR (office symbol of MAJCOM functional manager)

FROM: (office symbol and address of local reviewing official/functional manager)

SUBJECT: Acquisition Professional Development Program (APDP) Level (insert I, II or III)
Certification (insert applicant's name, e.g., Maj Jane K. Doe, etc.)

We have reviewed the attached request from (insert applicant's name, duty station, e.g., Maj Jane K. Doe, 45 LSS/QAZ, Patrick AFB, FL), for Level (insert I, II or III) APDP certification in the functional specialty of Manufacturing, Production and Quality Assurance, and have verified that the applicant meets all education, experience and training certification requirements listed in DOD 5000.52-M.

Recommend that (insert applicant's name, e.g., Maj Doe) be awarded Level (insert I, II or III) certification in Manufacturing, Production and Quality Assurance.

Our point of contact is (insert reviewer's name and telephone number).

(signature)

Attachment:
(Application memorandum)